SECTION C-N - SUPPLEMENT TO ATTACHMENT J-1 SECTION C-SITE SPECIFIC REQUIREMENTS

This supplement to the PWS details the requirements associated with warehouse and distribution operations performed at the Distribution Center located at Defense Distribution Center Jacksonville, Florida (DDJF).

In addition to the requirements identified in Attachment J-1, Section C, the Contractor shall perform all of the requirements in Attachment J-2, Section C-N, Site Specific Requirements. The requirements described in Attachment J-2, Section C-N are those required by the Department of the Navy (DoN) or by NAS Jacksonville, NS Mayport, or the FRCSE.

SECTION C-1N GENERAL CONDITIONS AND REQUIREMENTS

This Section provides general information relating to the conditions of operation and general requirements relating to the material and distribution services performed at DDJF.

1.1N SCOPE OF WORK

A. The DDJF consists of two sites, one located at Naval Air Station (NAS) Jacksonville and one at Naval Station (NS) Mayport. These sites are approximately 37 miles apart. At NAS Jacksonville, DDJF has operations in the North area and South area of the installation. These areas are 2.5 miles apart.

B. The high volume of shipboard customers creates a unique support requirement due to the mobile nature of their mission. The Contractor shall be both supportive and responsive to the needs of the customer.

C. The DDJF supports various ships homeported at NS Mayport. Support to these ships requires that material be staged in a temporary location while waiting delivery. Material waiting delivery could be in temporary storage two (2) weeks or longer if the ship is participating in short-term training exercises.

D. The Contractor shall also support a significant amount of emergency interrupt type workload within all functional work areas. This is due to the high concentration of local customers that walk-in and request customer support services for expedited processing of requisitions (i.e., Bearer Walk Throughs) and special functions (e.g., trans-shipments, packaging, container fabrication).

E. DDJF's primary mission is to plan, program, manage, and execute efficient and effective receiving, storage, inventory, packaging, Care of Supplies in Storage (COSIS), stock control, stock selection, issue processing, packing, shipping, and distribution of repair parts and secondary items in support of on-base, local, and worldwide customers.

F. Workload originates from various customers by (not all are listed in this document):

- Receipt of new procurements, customer returns, and Material Turned Into Store (MTIS), redistribution orders and maintenance turn-ins
- Issues for on-base and off-base customers
- On-base and off-base transshipments
- Disposal Release Orders (DROs)
- Redistribution Orders (RDOs)-issues to other storage sites

G. Off-base issues to customers from stock make up approximately 29% of total issues. On-base issues to customers from stock make up approximately 32% of the total issues. Off-base transshipments make up approximately 10% of issue workload. On-base transshipments make up 29% of issue workload. Total off-base issues to customers make up approximately 39% of total issues and total on-base issues to customers make up approximately 61% of total issues.

H. The Department of Defense completed its Base Realignment and Closure (BRAC) process in 2005. The BRAC 2005 recommendations were part of the critical foundation of transforming the Department's infrastructure to meet emerging missions and revised Defense strategies. There are two recommendations approved that impact the DDJF:

1. Realign NAS Jacksonville, FL by consolidating the supply, storage and distribution functions and associated inventories of the DDJF with all other supply, storage, and distribution functions and inventories that exist at the FRCSE, Jacksonville, FL to support distribution center operations, maintenance, and production. DDJF will retain only the minimum necessary storage and distribution functions and associated inventories required to support the Jacksonville Naval Air Station and the FRCSE, Jacksonville, FL and to serve as a wholesale Forward Distribution Point (FDP). All other wholesale storage and distribution functions and associated inventories will be relocated to the Warner Robins Strategic Distribution Platform (SDP). The primary mission of the FDP is to provide storage and distribution support to on-base industrial customers and support for reimbursable, end items, hard to handle items, and hazardous items at that location. This recommendation will reduce the size of the distribution footprint by shedding warehouse space and the corresponding reduction and elimination of duplicate and dormant or slow moving inventory using a combination of attrition and disposal actions (See TE 5.2 Projected Workload). The DLA anticipates completion of these actions to be not later than (NLT) the end of FY2011.

2. Realign NAS Jacksonville, FL by disestablishing storage and distribution functions for tires, packaged petroleum, oils, and lubricants, and compressed gases. This action eliminates the storage and distribution functions for tires, packaged petroleum, oils, and lubricants, and compressed gases. Inventories will be depleted through attrition until the privatized contractor is operational. This action is scheduled to be completed NLT the end of FY2011.

1.1.1N NAVY WAREHOUSE TRANSITION (NWT)

A. The Navy Supply Systems Command (NAVSUP) will transfer tactical storage, warehouse, and distribution functions currently performed by the Fleet Industrial Supply Centers (FISC) to the Defense Logistics Agency (DLA) and Defense Distribution Center (DDC) by the end of FY2012. The goal is to streamline Navy infrastructure and lean out business processes. This initiative for the Jacksonville region is planned for completion NLT the end of FY2011. The Jacksonville region includes approximately 47 warehouses located at Jacksonville, Mayport, Key West, Panama City and Pensacola, FL; Guantanamo Bay, Cuba; Gulfport and Meridian MS; New Orleans, LA; and Corpus Christi, Kingsville, Ingleside, and Fort Worth, TX. The DDC will develop an optimization plan that may require the Contractor to operate the warehouses at all of these sites or a portion of these sites. The planned completion date for the optimization plan is December 2009.

1.2.3N CURRENT DUTY HOURS AND ACCESS TO THE HOST INSTALLATION

A. Typical duty hours for the Naval host installation are 0600 to 1800 hours (6:00 am to 6:00 pm) Monday through Friday and 0600 to 1600 hours (6:00 am to 4:00 pm) on Saturday. The CGA's core hours are 0700 to 1530 hours (7:00 am to 3:30 pm) Monday through Friday.

B. The host installations are currently accessible as follows:

Gate	Location	Days and Hours of Operation
NAS Jacksonville		
Front/Main	Yorktown Avenue	24 hours, 7 days per week
South Gate	Birmingham Avenue	Monday through Friday, 0500-1730
Commercial	Albemarle Avenue *(Commercial and AA&E carriers)*	Monday through Friday, 0500-1700
NS Mayport		
Main Gate	Mayport Road	24 hours, 7 days per week
Commercial	Naval Station Mayport Gate 5	7 days per week, 0500-1700

C. NAS Jacksonville and NS Mayport, as hosts, are responsible for announcing delays or closures because of weather-related or other emergencies. Information regarding these matters can be obtained by calling the emergency notification number provided by the KO or designee. Local media will also announce the operational status for each Base. Naval Station (NAS) Jacksonville is accessible 24 hours, 7 days per week for Contractor personel with a base-issued vehicle decal and Common Access Card (CAC). Visitors to the Contractor shall complete a NAS Jacksonville Visitor Information Sheet in advance of an anticipated visit and either fascimile or e-mail to the KO or designee. Naval Station (NS) Mayport is accessible 24 hours, 7 days per week for Contractor personnel with a

base-issued decal and CAC. Visitors to the Contractor shall provide current driver's license, proof of insurance and proper identification or documentation. The Contractor shall escort all visitors from point of base entry and shall only be in NS Mayport locations occupied by the Contractor.

1.4.6N DOD COMMON ACCESS CARD (CAC)/ACCESS IDENTIFICATION BADGE (ID BADGE)/ELECTRONIC KEY CARD

A. The Contractor shall safeguard CAC and ID Badges furnished to them. In the event that a Contractor employee damages or loses his or her CAC or ID Badge, the Contractor shall report the lost or damaged CAC or ID Badge within two (2) working hours of damage or loss to the KO or designee who will arrange for a replacement CAC or ID Badge. The KO or designee will deduct $25 from the next invoice for each lost or damaged CAC or ID Badge that require replacement.

B. The KO or designee will furnish vehicle gate proximity cards to the Contractor for access to DDJF gated areas. The Contractor shall safeguard these government-furnished vehicle proximity cards. The KO or designee will deduct $25 from the next invoice for each lost or damaged proximity card that requires replacement.

1.4.8N PARKING AND TRAFFIC CONTROL

A. The Contractor shall request authorization to park within the DDJF secured area by submitting a request to the KO or designee.

1.9N PREPAREDNESS EXERCISES

A. Hurricanes and tropical storms pose a serious threat to personnel, ships, aircraft, and installations. The Atlantic Tropical Hurricane season begins 1 June and continues through 30 November. Hurricanes pose a particularly serious threat to naval installations. The best protective measure for coping with a hurricane is the timely warning and prompt action to implement emergency plans. The Contractor shall protect employees, material, and facilities when destructive weather threatens. The Contractor shall take action IAW the DDJF Destructive Weather Plan (see Technical Library).

B. The Contractor shall participate in the annual hurricane preparedness exercise. The objective of the exercise is to provide afloat and shore-based activities with hurricane threat scenarios for use in exercising disaster preparedness and disaster recovery and consequence management procedures. The exercise emphasizes preparations for the upcoming hurricane season and is intended to enhance disaster preparedness and execution through locally conducted drills addressing resource protection and recovery procedures, and plans.

SECTION C-2N DEFINITIONS AND ACRONYMS

2.1N GENERAL DEFINITIONS

A. The following list provides definitions for terms found throughout this supplement:

G-Store Material: A "G" (Condition) Store component is a repairable component suspended from depot level rework due to a shortage of one or more repair parts. Components are then placed in "G" Condition solely due to a lack of parts or subassemblies, and only when the parts or subassemblies required to complete repair have been identified.

Material Turned Into Store (MTIS): Ships and shore activities turn in various types of material to the Distribution Center for MTIS processing. These turn-ins are to be limited to "A" condition Ready for Issue (RFI) repairables, Special Commodities and Repair Piece Parts and Consumables, returned into the storage activity to stock to meet other re-use requirements. The items will range from RFI Depot Level Repairables (DLRs), BP28 material, customer returns, and consumable material received in its original unopened manufacturer's packaging, opened packaging or no packaging.

2.2N ACRONYMS AND ABBREVIATIONS

A. Acronyms and abbreviations as used throughout this contract are listed for information and reference:

Acronym/Abbreviation	Clear Text
CAL LAB	Calibration Lab
CASREP	Casualty Report
CAV-ORM	Commercial Asset Visibility – Organic Repairables Module
CD	Compact Disc
CRIF	Cargo Routing Information File
CRRC	Container Reclamation Refurbishment Center
CTF	Commander Task Force
DDJF	Defense Distribution Center Jacksonville, Florida
DECC-M	Defense Enterprise Computing Center- Mechanicsburg
DLR	Depot Level Repairable
DoN	Department of the Navy
DTO	Direct Turn-Over
EEBD	Emergency Evacuation Breathing Device
FDP	Forward Distribution Point

Acronym/Abbreviation	Clear Text
FISC	Fleet Industrial Supply Center
FRCSE	Fleet Readiness Center Southeast
LSC	Logistics Support Center
LSO	Logistics Support Officer
LSR	Logistics Support Representative
MMD	Material Movement Document
MPC	Material Processing Center
MRP	Material Requirements Planning
MTIS	Material Turned Into Store
NAS	Naval Air Station
NAVICP	Naval Inventory Control Point
NAVSUP	Naval Supply Systems Command
NAVSUPINST	NAVSUP Instruction
NLT	Not Later Than
NS	Naval Station
NWT	Navy Warehouse Transition
OPDOC	Operational Document
PPV	Pharmaceutical Prime Vendor
ROD	Report of Discrepancy
SDP	Strategic Distribution Platform
SSN	Social Security Number
TARP	Technical Assistance for Repairables Processing
UIC	Unit Identification Code
URL	Uniform Resource Locator

2.3N DOD DICTIONARY

A. The DoD Dictionary of definitions and terms is available on the Internet at http://www.dtic.mil/doctrine/jel/doddict.

SECTION C-3N GOVERNMENT-FURNISHED PROPERTY (GFP), SYSTEMS, TRAINING AND SUPPORT SERVICES

3.2.1N GOVERNMENT FURNISHED FACILITIES (GFF)

B.

1. The Contractor shall perform daily surveillance of the temperature gauge in the Pharmaceutical Prime Vendor (PPV) cold storage area. Normal operating temperatures for this storage must remain between 35 and 45 degrees farenheit. The Contractor shall notify the KO or designee immediately for maintenance and repair if readings fall outside of this range.

3.6N GOVERNMENT-FURNISHED SUPPORT SERVICES

A. At no cost to the Contractor, except as noted below, the Government will furnish the services listed in this section to be used exclusively to perform the requirements of this contract. The B sub-paragraphs identify the Contractor's responsibilities pertaining to Government-Furnished Support Services.

3.6.2N ENVIRONMENTAL

A. The Government is responsible for maintaining the Hazardous Waste (HW) Accumulation site for the turn in of HW IAW the host installation Hazardous Waste Management Plan. The accumulation site is currently located in Building 178. The Contractor will be notified of any changes to the accumulation site location. The host installation will provide containers for accumulation of empty paint cans, solvent containers, and containers from petroleum based products.

B. The Contractor shall provide containers for accumulation of empty paint cans, solvent containers, and containers from petroleum based products. Containers shall meet environmental requirements for storage and transport of these items. Prior to disposal, the Contractor shall drain all paint cans into environmentally approved collection containers. The Contractor shall triple rinse empty containers from petroleum-based products and ensure that this rinsing process complies with applicable environmental laws and regulations. When the accumulation containers are full, the Contractor shall contact the installation Hazardous Waste Disposal contractor to arrange for pick-up and disposal.

3.6.4N FUELS

A. The Government will furnish two large tanks for propane storage located at the north east corner of Bldg 110 and on the east side of Bldg 163.

B. The Contractor shall furnish automotive type fuel, diesel, and liquefied petroleum gas (LPG) HD-5 or better propane for the operation of vehicles and equipment that use this type of fuel in the performance of the DDJF mission. The Contractor shall ensure all employees operate vehicles in a manner to preclude waste of fuels. The Contractor shall be responsible for all costs and/or delays incurred as a result of the failure to adequately fuel vehicles and equipment.

3.6.6N MAIL

A. Mail service will consist of a central location on the host installation for the Contractor to pickup and drop-off for administrative mail relating to work performed under this contract.

B. The Contractor shall pick up all official mail from the USPS and deliver to the DDJF headquarters facility, currently located in Bldg 110.

SECTION C-4N CONTRACTOR-FURNISHED, EQUIPMENT, MATERIAL, TRAINING, AND SUPPORT SERVICES

4.2N CONTRACTOR-FURNISHED EQUIPMENT

The Contractor shall furnish transportation conveyance to move material requiring calibration to and from the Calibration Lab located in Building 191 at NS Mayport. The Contractor's conveyance shall include at a minimum:

1. Air Ride Vehicle (to control vibration and jarring of material being transported)
2. Shelving with restraints
3. Electric capability
4. Five (5) ton minimum
5. Power Inverter to produce 110 power
6. Cages to separate and secure controlled material inside the truck
7. Lock on the outside of the vehicle

SECTION C-5N SPECIFIC TASKS

The following is an outline of Section C-5:

5.1 Distribution Services and Performance Requirements
5.2 Receiving
5.3 Storage
5.4 Physical Inventory Control
5.5 Issue
5.6 Packaging
5.7 Special Functions
5.8 Special Projects
5.9 Conferences

5.1.3.1N DISTRIBUTION STANDARD SYSTEM (DSS)

DSS will also undergo periodic scheduled downtime for maintenance. Due to nightly recycle Customer Information Control System (CICS) processing of DSS, the Contractor shall be unable to access DSS 2300 to 2305 hours (11:00 pm to 11:05 am) Eastern Standard Time (EST), Monday through Friday, at which time the system downloads the workload for the day. On Saturday, 2300 to 2400 hours (11:00 pm to 12:00 pm), the system is subject to one (1) hour downtime for full volume backup, upgrades, and maintenance. Additionally, on every third Sunday, the system is unavailable for use, at the discretion of the Defense Information Systems Agency (DISA), Defense Enterprise Computing Centers, Mechanicsburg, PA (DECC-M) for a period of up to eight (8) hours with a mandate of one (1) hour for Initial Program Load maintenance to be performed. Advanced notice with downtime required for DISA, DECC-M scheduled maintenance over three (3) hours and less than eight (8) is provided two (2) weeks prior.

5.2N RECEIVING

DDJF receives material for storage and distribution that is transported by a variety of commercial and government carriers. The Contractor shall perform the receipt of material IAW the TE 5.0, APLs. Characteristics of material received are included in paragraph C-2.1.1, Characteristics of Material Processed. The receiving process begins with the inbound traffic management and scheduling for the unloading process. The receiving process ends when the material is physically stowed (see C-5.2.3, Stow) or processed as a transshipment.

5.2.1N GENERAL REQUIREMENTS

A. The Contractor shall accomplish receipt processing IAW the regulations stated in Attachment J.1 and NAVSUP P700. The Contractor shall receive material IAW the requirements in the following paragraphs:

5.2.1.1N INBOUND TRAFFIC MANAGEMENT

A. The Contractor may schedule inbound carriers for deliveries to DDJF as stated in DoD 4500.9-R, DTR, Part II, Cargo Movement, Appendix A, Transportation Facilities Guide (TFG) Instructions. At a minimum, the Contractor shall accept in-bound trucks during the core hours of 0700 to 1430 hours, (7:00 am-2:30 pm) Monday-Friday. If any changes are needed to the TFG, the Contractor shall notify the KO or designee with the proposed changes. The KO or designee will update the TFG, if approved.

5.2.1.4.2N CUSTOMER RETURNS (MATERIAL TURNED-IN-TO STORE (MTIS))

A. The Contractor shall receive and process MTIS from Navy activities. MTIS may be received with or without a PMRD and are limited to ready for issue (RFI) material (CC "A"). The material may be received as a single item or in multi-pack containers (i.e., large multi-wall containers). Items may be in original, unopened manufacturer's packaging; opened packaging; damaged packaging; or have no packaging provided. Due to the nature of MTIS requirements, workload surges are expected upon return of ships from extended deployments. The Contractor shall process MTIS IAW NAVSUPINST 4440.157, Material Turned In-To-Store (MTIS). MTIS includes only serviceable material as described below:

1. Depot Level Repairable (DLRs) with Project Code Z5S: Must be "A" condition; usually 7 Cog.
2. Consumables greater than $2,500 with Project Code Z5U: Must be "A" condition; Extended Dollar Value (unit price times quantity) greater than $2500 per document; Usually 9 Cog.
3. Security Coded items with Project Code Z5T: Select Security Coded items indicating pilferable, confidential, or higher coded items.
4. Consumables with Project Code Z5V: Consumables less than $2500 Extended Dollar Value and not security coded.
5. All other MTIS Consumables received with no Project Code: Customer did not assign a project code on the turn in document. If a consumable, the Contractor shall assign Project Code Z5Y. If the item is a DLR, the Contractor shall assign project code Z5S.

B. MTIS workload surges are expected when a battle group returns to port or when ships have been designated for decommissioning. During these events, the Distribution Center essentially functions as the Base Supply activity for the Navy. The Contractor shall coordinate with representatives from MTIS turn-in activities prior to turn-in of material to develop a delivery schedule and request proper use of Navy assigned project codes and material sort criteria IAW NAVSUPINST 4440.157, Material Turned into Store (MTIS).

C. For processing the above, the Contractor shall use the document number associated with the material receipt to research program manager's files when available to determine correct information when PMR is not available. The Contractor shall receipt to manager of record and document as a discrepancy when all research fails to resolve ownership. The Contractor shall document any condition, marking, unit pack or packaging discrepancy in accordance with DLAM 4140.2, Supply Operations Manual, Volume III, Defense Depot Transportation and Supply Procedures, SF Form 364 and submit the

SDR to the local FISC (material owner). The Contractor shall identify all concealed damages that were incurred as a result of the carrier on the SF 361.

D. The Contractor shall repackage material received that is not properly packaged for its CC and proper storage IAW the material owner's packaging specifications prior to being placed into storage. (See C-5.6 Packaging).

E. The Contractor shall reject material if it is hazardous material, hazardous waste, licensed radioactive material, medical supplies, or equipment in Federal Supply Classes 6505, 6508 or 6550.

F. The Contractor shall accept MTIS material as "A" condition if the item packaging and labeling identifies the item as condition code "A" and is in a manufacturer's original packaging or packaged to military specifications and undamaged (visual inspection), or includes a Navy "TARP Tag or Tape" signifying authenticity of packaging and CC of material that meets a visual inspection.

G. If the turn-in is not acceptable as "A" condition, the Contractor shall downgrade the material to CC "K" and prepare and submit a SDR when:

1. Dated RFI tags exceed three years from turn-in date and are not properly protected.
2. ESD assets requiring barrier bags where the integrity of the package has been violated or barrier bags are missing but no visible damage.
3. Assets received with no physical protection.
4. Assets received with obvious physical damage.
5. Assets requiring crown jewel containers (i.e. Gyros, Inertial Measuring Units (IMU), etc) not received in the specified container.
6. Assets (including nuclear) received are oxygen cleaned and the barrier bags have been violated.

H. If the asset cannot be positively identified or the item is a consumable and cannot be accepted as "A" condition, the Contractor shall receipt the item in CC "H" and generate a DRO.

I. The Contractor shall repackage repairable items coming from other than an organic or commercial repair facility marked as "A" condition, but downgraded to "F" condition after the MTIS screening to the minimal packaging level of protection IAW the NAVSUP P700, MIL-STD 2073-1, and marked IAW MIL-STD 129, or customer requirements to ensure adequate material protection and to maximize efficiencies for storage utilization. For ESD material received in an ESD-bag that is opened or damaged, the Contractor shall repackage the material in accordance with MIL STD 2073-1, process as "F" condition, and initiate a SDR.

5.2.1.5N NON-ACCOUNTABLE RECEIPTS

A. The Contractor shall receive non-accountable material, sort, and process through DSS as a transshipment. This includes on-Base transshipments, mark-fors, ultimate consignee, and others that are to be delivered directly to the end use customer. The Contractor shall create a local delivery manifest and deliver the material to the customer. The Contractor

shall obtain receipt signature on the manifest for all material delivered and fsubmit the signed manifest for scanning into EDMS. The Contractor shall use the local FISC RIC for all transshipments with the exception of those destined to an MPC customer. The Contractor shall use the MPC RICs for transshipments destined to an MPC customer.

B. The Contractor shall handle items requiring chill IAW the appropriate instructions accompanying each shipment, DLAR 4145.21, Preparation of Medical Material Requiring Freeze or Chill Environment for Shipment and appropriate packaging protocols.

5.2.1.5.1 G-STORE MATERIAL

A. Upon receipt of CC G material and Operational Document's (OPDOCs) from FRCSE, the Contractor shall physically stow the material in the designated "G Condition" storage location in Building 108, annotate the storage location on the OPDOC, and return this documentation to FRCSE personnel.

B. The Contractor shall track G condition piece part and component receipts daily using the "G-Store Receipt and Issue Report" (See Section C-6.6, Mandatory Reports, Report Number 019). The Contractor shall provide this report and copies of receipt OPDOCs to the KO or designee by the close of business on the last work day of each month.

5.2.2N ADDITIONAL REQUIREMENTS

A. The Contractor shall perform the additional requirements for receipt of material as described in the following paragraphs:

5.3.3N REWAREHOUSING ACTIONS

A. The Contractor shall complete all rewarehousing actions within three (3) working days from the date the transaction was generated in DSS.

5.5.1.5N INCOMING SUPPLY DISCREPANCY REPORT (ISDR) RESEARCH (TYPE 7 DISCREPANCY)

A. The Contractor shall input all ISDRs (Type 7 Discrepancy) received in hard copy into the WebSDR program within two (2) working days after receipt.

5.5.1.6N ISSUES TO ON-BASE CUSTOMERS (LOCAL DELIVERY)

A. The Contractor shall perform local delivery for material issued from stock, trans-shipments, Mark-Fors, and DTOs to customers within a 30-mile radius of NAS Jacksonville. The Contractor shall deliver material between and within DDJF operations at FRCSE and the DDJF operations at NS Mayport. Delivery outside the 30 mile radius does not require other than transportation agent support. The Contractor shall build a local delivery manifest in DSS for required delivery points. The Contractor shall consolidate local delivery shipments into a staging location to be manifested and/or generate a manifest for a single local delivery shipment. The Contractor shall complete and maintain signature service of all Navy-owned material for local delivery (Mode 9 and

l) IAW NAVSUP P723, Navy Inventory Integrity Procedures. The Contractor shall also manifest all incoming transshipments for local delivery (non-MPC). The Contractor shall check documentation and include a legible printed name and signature with time and date annotated.

5.5.1.6.1N LOCAL DELIVERY TO FLEET READINESS CENTER SOUTHEAST (FRCSE)

A. The Contractor shall check the material being inducted into repair under the control of under the FRCSE Customer Service with the DoDAAC of N69896. The Contractor shall transport the material to Building 101I and perform detrash (See C-5.6.5.1) of the material as non-accountable (DN Source Code) and annotate the FRCSE JON in the appropriate DSS screen. The Contractor shall manifest the material (either during the issue process or after detrash is completed). The Contractor shall perform a joint validation of the material delivered against the manifest with FRCSE personnel. Once repaired, the FRCSE will return the material using a DD 1348-1 and the Contractor shall receipt the material IAW C-5.2, Receiving and perform packaging IAW C-5.6, Packaging using the FRCSE JON.

5.5.1.6.2N MTIS PICK-UP

A. The Contractor shall pick up MTIS. While performing pickup of customer returns or MTIS, the Contractor shall pick up empty wooden reusable containers that are in serviceable or repairable condition for re-use. The Contractor is not required to process empty wooden reusable containers in DSS, but shall reclaim the containers to provide cost savings to the Government.

5.5.1.6.3N TRANSPORTATION SERVICES

A. The Contractor shall perform delivery of material from sources other than DDJF that is not processed in DSS Monday through Friday during normal working hours unless specific arrangements are made for transportation at other times. The Contractor's Local Transportation Service function shall result in delivery service for Freight of All Kinds (FAK), with the exception of Class A and Class B explosives. The Contractor shall perform these services IAW all applicable Federal, State and local laws and regulations.

B. The Contractor shall establish and implement a round-robin local delivery and pick-up service that ensures continuous, scheduled pick-up and delivery of material of all types, to include mail that is not processed in DSS.

C. The Contractor shall provide local transportation of non-mission stock for customers in and around the Jacksonville Metropolitan area to include NAS Jacksonville, NS Mayport, Cecil Commerce Center, St. Augustine, and Orange Park, Florida and Submarine Base Kings Bay, Georgia. The Contractor shall obtain approval from the KO or designee to provide service to customers not identified in the TE 5.6, Local Delivery Points. The Contractor shall perform delivery and pick-up at any additional delivery points as directed by the KO or designee. The Contractor's schedule shall take into account local customer's operating hours and shall be flexible to changing mission requirements. The Contractor shall ensure local shipments are properly loaded, blocked, braced and secured to prevent damage.

D. The Contractor shall provide continuous accountability for material in transit, and constant surveillance service when requested by the customer or as required by DoD 4500.9-R, Defense Traffic Regulations (DTR) for classified material.

E. Scheduled runs are considered pickup and delivery of material as noted in TE 5.6, Local Delivery Points and shall be accomplished within established time frames. Unscheduled runs are considered pickups and delivery of material that has been arranged between the Contractor and the customer and shall be accomplished within one (1) working day of the request unless otherwise specified by the customer. The Contractor shall receive requests for transportation services via phone or facsimile. The Contractor shall obtain approval from the KO or designee prior to implementing any changes to the scheduled pickup and delivery of material.

F. The Contractor shall maintain a daily log of all deliveries and pick ups. The Contractor shall include in the log, the name of the customer; delivery or pickup location; time the material was delivered or picked up; number of pallets delivered or picked up. The Contractor shall provide the log to the KO or designee within two (2) working days of request.

G. The Contractor shall pick-up and transport material requiring calibration to the Calibration Lab (CAL LAB) located in Bldg 191 on NS Mayport. When calibration is complete, the Contractor shall pick-up and transport the material back to the requesting customer. The Contractor may be required to transport classified material (i.e., secret). The Contractor shall transport classified material IAW TE 5.4 Defense Distribution Center Standard Operating Procedures for Handling and Storage of Classified Material.

5.5.1.9.1.1N SPECIAL UNIT PACKOUTS

A. Special Unit Packouts is a request for consolidated shipments of multiple items for a particular customer requirement. The Contractor shall accomplish Special Unit Packouts for a variety of special projects for DDJF customers on request.

B. The Contractor usually receives packout requests via a phone call or a personal visit and requests are generally of an urgent nature and may require the Contractor to work outside of normal work hours to complete packing requirements.

5.5.2.5.1N G-STORE MATERIAL

A. Upon receipt of a written request from FRCSE, the Contractor shall select the requested G- Condition material from the designated storage location and deliver the material to the requesting FRCSE personnel in Building 108. The Contractor shall track G condition piece part and component issues daily using the "G-Store Receipt and Issue Report" (See Section C-6.6, Mandatory Reports, Report Number 019). The Contractor shall provide this report and copies of issue OPDOCs to the KO or designee by the close of business on the last work day of each month.

5.6.4.2N CONTAINER RECLAMATION SUPPORT

A. The Contractor shall stage all depacked and reusable fast-pack, and standard pack, cases, LLRCs and SPI containers outside the packaging satellite site or Building 108 for pickup by the CRRC.

5.6.4.3N FABRICATION SUPPORT

A. The Contractor shall coordinate with the customer, and/or the transportation carrier regarding the date and time services are to be provided for oversized or outsized items. The Contractor shall coordinate any requirements for cranes or specialized truck services with the KO or designee.

5.6.5N PACKAGING IN SUPPORT OF FLEET READINESS CENTER SOUTHEAST (FRCSE)

A. The Contractor shall perform packaging on assets received from the FRCSE repair facilities in designated satellite and building operations. The Contractor shall confirm and coordinate workload weekly with FRCSE personnel and determine container requirements utilizing the FRCSE workload information. During the receipt of maintenance returns from the repair facility to the Contractor, it is critical that the assets remain visible and accessible to the owner or IM for immediate issue. Therefore, upon receipt of the maintenance return and applicable documentation the custody transfer has occurred. The Contractor shall induct the material into DSS with a site-specific designated stow location at the packaging site. The tailgate date shall correspond to the date and time the material and documentation is provided to the Contractor's work area. The Contractor shall use an internal order number that corresponds to the work performed for input into the appropriate DSS screen. The Contractor shall remove OPDOC and MRPII documents from items received and stage the documents for pick up by FRCSE personnel. If an MRO is received for the item prior to the completion of packaging, the Contractor shall expedite the packaging and upon completion immediately ship the item to meet the APLs in TE 5.0. If no MRO has been received for the item, the Contractor shall rewarehouse the item to a warehouse location IAW the Master Storage Plan. The Contractor shall maintain control of the asset throughout the rewarehousing process to ensure the availability of the material if requisitioned by an end-user. The Contractor shall process material requiring packaging in DSS as Scheduled workload using a valid tailgate date, times, valid internal order number, and the time to complete the packaging action.

B. FRCSE may identify initial packaging requirements, on the DD Form 250, as 'First Article Inspection'. The Contractor shall perform packaging IAW the provided packaging requirements. Upon completion of packaging, the Contractor shall return the item to FRCSE for review. Upon acceptance, FRCSE will return the item for shipment. Changes in packaging requirements for these items may be required.

C. Requests may require the Contractor to work outside of normal work hours to complete packing and packaging requests. The Contractor shall document, at a minimum, all customer requests by identifying the individual and organization requesting the packaging and the requested scope of work.

D. The Contractor shall process all material requiring packaging in DSS as Scheduled (accountable and from stock) or Unscheduled (non-accountable and not from stock) for tracking workload. The Contractor shall input the packaging transition into DSS using a valid tailgate date, times, a valid internal order number, and the actual time to complete the packaging action. The Contractor shall complete all packaging actions to ensure RDD shipment dates are achieved.

5.6.5.1N DETRASH IN SUPPORT OF FRCSE INDUCTIONS

A. The Contractor shall receive, offload, and in-check components from stock and other sources (e.g., FMS, Customer Service, Navy, and Commercial Repair Facilities) at the Detrash satellites. FRCSE will provide OPDOC, MRP II and/or Work Order documentation at the beginning of each workweek. The Contractor shall in check the item into DSS for detrash upon receipt of the item at the detrash operation. The Contractor shall close out the detrash process in DSS when the paperwork (DD Form 1348 from the DSS pick and pack process) is made available to FRCSE or their representative. The Contractor shall perform the MMD/OPDOC/Material match after receipt of the MMD/OPDOCs from FRCSE and then stage the material for delivery to the designated shop. The Contractor shall perform the following detrash tasks:

1. Receive items to be Detrashed or Depacked.
2. Remove assets and paperwork from package and packaging.
3. Perform KCC visual inspection.
4. Place all documentation (OPDOC, MRP II, MMD and old documentation accompanying the item) with the item.
5. Provide a copy of the A2A Induction document to the receiving customer for production of CAV-ORM-generated MMD. It should be noted that MMD processing time periods may not allow for continuous flow of material.
6. Apply protective caps or plugs and tag assets when required, as directed by the FRCSE in Bldg 101U and 168A.
7. Prepare SDR if material does not match the paperwork, is damaged, or is missing caps and plugs, (see "ROD Reason Definition" on the AUTOROD/SDR website www.icptarp.net for all 13 applicable categories). The Contractor shall place an "AUTOROD SUBMITTED" sticker on the back of the MRP-2 work order record that is attached by the Contractor prior to induction. The Contractor shall submit an AUTOROD/SDR to NAVICP via the NAVSUP TARP website. The Contractor shall generate a hard copy ROD/SDR for other non-A2A Induction workload (i.e., FMS workload). The Contractor shall provide a hard-copy SDR to the FRCSE.
8. Match the CAV-ORM-generated MMD to the OPDOC or Induct-Return Card, and match to the incoming material. The Contractor shall sort, protect, and stage the material for FRCSE delivery to the designated repair shop.
9. Stage empty reusable containers for pick-up and return to Container Reclamation Refurbishment Center (CRRC).

B. The Contractor shall process all material requiring detrash in DSS as Scheduled (accountable and from stock) or Unscheduled (non-accountable and not from stock) for tracking workload. The Contractor shall prepare a manifest to obtain a signature from FRCSE for material accountability transfer and input in DSS to close out the record.

5.7N SPECIAL FUNCTIONS

5.7.1N MATERIAL PROCESSING CENTER (MPC) OPERATIONS

A. The Contractor shall manage and operate the Material Processing Center (MPC) for all ships home-ported at Naval Station Mayport, Florida and any additional visiting ships to the local geographical area. The MPC is a customer focused distribution support operation that specializes in receiving and processing material that is to be stowed aboard ships. This operation views each ship as containing floating warehouse(s) and work center(s) that requires the material to be moved from the MPC to shipside in a manner and configuration that reduces to the greatest extent possible the level of effort needed by the shipboard personnel to finish the stow action. Material being delivered to a ship or diverted from one ship to another may be destined for the ship or a unit or squadron being deployed with the ship.

B. Due to the nature of MPC workload, surges are expected when a battle group deploys and returns to port. Battle groups are generally deployed in six-month cycles and material due to be delivered to a ship will start arriving at the MPC several weeks before the ship is due in port. MPC workload will also be impacted when ships deploy from Mayport for short-term training exercises or operations. There are approximately 21 ships home ported in the Mayport area; 8-12 ships are generally the most that would be in port concurrently. (See TE 5.7, MPC Supported Ships Listing for a list of the home-ported ships). Occasionally, there will be visiting ships that will receive material through the MPC for processing, staging, and delivery. In addition to the listed home-ported ships, the MPC historically serves between one (1) and eight (8) ships assigned to Commander Task Force 43 (CTF-43).

C. In relation to the DDJF distribution operation described in C.5.2, Receiving through C.5.6, Packaging, the MPC operation provides an additional layer of services to the ships ported in Mayport. The Contractor shall maintain a secured short-term storage location for each ship that the Contractor receives material requiring to be processed for storage aboard the ship. Each ship's short-term storage location is identified as a local delivery point.

5.7.1.1N MPC CUSTOMER SUPPORT SERVICE

A. The MPC is located primarily in Building 191 at NS Mayport. Services include receiving, identifying, sorting, processing, de-bulking, repacking, manifesting, and delivery. The Contractor shall staff the MPC from 0630-1600 hours (6:30 am - 4:00 pm) Monday through Friday. For assistance after normal working hours, and holidays, the Contractor shall respond within two (2) hours of notification to an MPC customer request via the KO or designee.

B. The Contractor shall primarily interface with the Logistics Support Officer (LSO) or designees. The LSO will assign each ship a designee, the Logistics Support Representative (LSR), who will act as the primary point of contact for all matters relating to the MPC operation. The LSO and designees are considered customers of the MPC operation. The LSO or designees may meet with the Contractor and KO or designee to discuss problems and/or changing requirements associated with a ship(s).

C. The Contractor shall provide the services required under this section and work with the LSO or designee to resolve MPC customer service issues. The Contractor shall assist customers with processing of SDRs, when requested, for incoming and outgoing material. The Contractor shall provide resolution of pending customer service concerns or problems within four (4) working hours of request by the LSO or designee. If the matter is not resolved within the four (4) working hours, it will be considered an unresolved customer complaint and reported to the KO or designee.

5.7.1.2N MPC PROPERTY ACCOUNTABILITY

A. The Contractor shall ensure 100% accountability and traceability of MPC material from time of receipt to delivery. The Contractor shall process all MPC transactions through DSS from receipt to delivery for all material received at the MPC for delivery to a ship. The Contractor shall complete and maintain signature service of all MPC material received, shipped, packed, and delivered. This signature service shall be accomplished by obtaining on the manifest a printed name and a legible signature by the recipient of the MPC material with time and date annotated. Depending on the type of action, the recipient of the material may be MPC personnel, LSO or designee, designated shipboard personnel, the Contractor's transportation office, or transportation carrier. All records shall be maintained in EDMS versus hard copy. The Contractor shall conduct all research necessary to ensure the accountability of all material received at the MPC.

B. The Contractor shall limit access to the MPC to the Distribution Center Commander, all CGA personnel, KO or designee, and designated Contractor personnel responsible for performing the MPC functions. The Contractor shall also provide escorted or monitored access to the MPC for the LSO or designee or any designated representative of the ship. The Contractor shall maintain security control over all items delivered to the MPC, including classified, medical, and pilferable material. Any requests for access to the MPC not covered in this section shall be routed to the KO or designee for approval.

5.7.1.3N RECEIVING

A. The Contractor shall receive a variety of receipts, such as depot level repairable, electronics, industrial, medical (controlled and uncontrolled), general, construction, clothing, packaged petroleum, chemicals, steel, sheet metal, bar stock, ship and aviation repair parts. The material may range from bin, medium bulk, heavy bulk, classified, hazardous, and pilferable.

B. The Contractor shall process through DSS and perform a product receipt evaluation of all-material received at the MPC. For each line item, the Contractor shall verify at a minimum, the NSN, condition code, invoiced or manifested quantity, actual quantity, unit of issue, priority, and supplemental address. The Contractor shall verify any additional bar-coded information, such as RIC, distribution code, price, commercial vendor tracking numbers, nomenclature, special security requirements, compatibility or incompatibility resulting from size, fragility or HAZMAT consideration.

C. The Contractor shall not open or remove DLRs material from "Crown Jewel" cases or wooden containers delivered to the MPC for delivery to a ship. For all other material received at the MPC, unless otherwise specified by the LSO or designee, the Contractor shall minimize to the greatest extent practicable excess packing and packaging material before delivering to the ship. The remaining package shall be such to prevent damage and degradation of the material during delivery to and storage on the ship. This De-bulk and De-trash function (See C.2, Definitions) may include removal of all interior or exterior packaging, packing, dunnage, blocking, or bracing. The Contractor shall re-label as necessary for identification the de-bulked or de-trashed item. The label should include as much information as possible about each item, such as NSN, Purchase Order Number, Part Number, Document Number, as available from the original paperwork. The Contractor shall ensure the original documentation accompanies the items as much as possible, which would provide the labeling requirement. The Contractor shall ensure MPC material is protected from the elements at all times.

D. The Contractor shall process transshipments into the MPC through DSS. The DSS MPC function includes the RF transshipment receiving process through to the consolidation process, sortation process, manifest process, delivery process and close out of the manifest in DSS. Generally, the material will arrive with a clearly defined and delineated destination, but as with any receiving function misdirected, damaged, or frustrated material may be received.

5.7.1.4N MPC PHARMACEUTICAL PRIME VENDER (PPV)

A. The Contractor shall process PPV material IAW DLAR 4145.21, Preparation of Medical Material Requiring Freeze or Chill Environment for Shipment.

B. The Contractor shall not open the box or container of PPV material at any time during the receipt through to pick-up or delivery to the customer. If visual physical damage is noticed at the time of receipt, the Contractor shall annotate the carrier manifest and immediately contact the LSO or designee.

C. The Contractor shall enter into DSS using the same document sequence to enter the PPV material into DSS as an on-base transshipment (see C-5.5.2.8, Transshipments).

D. The Contractor shall segregate PPV from all other material for storage and delivery purposes. The document number sequence for entry will include the UIC of the customer, Julian Date and Call Number of the order. A shipment that has more than one container will have the same the UIC, Julian Date and Call Number (Purchase Order Number on the Military Shipping Label (MSL) for each container. To keep from having DSS reject the document number sequence as a duplicate, the Contractor shall suffix the document number. The Contractor shall enter the item into DSS using the same document number sequence. When PPV is received, the Contractor shall attach a label with PPV in 2 X ¼ inch red letters. The Contractor shall sort the material by ship for delivery or temporary storage, if required.

E. The Contractor shall handle PPV material damaged and frustrated in shipment individually by each customer with assistance from the FISC or LSO or designee. The FISC, LSO or designee, customer, and the vendor are responsible for disposal of

damaged or spoiled freight. The FISC or LSO or designee will provide the material and invoice to the Contractor for return to the vendor at the next delivery.

5.7.1.5N MISDIRECTED, DAMAGED, OR FRUSTRATED MATERIAL

A. MPC material received in damaged condition that was not identified during the DSS receipt processes, (C-5.2, Receiving), shall be photographed, by the Contractor. The Contractor shall prepare a Transportation Discrepancy Report (SF 361) or advise the customer that an SF 364 may be required as appropriate prior to delivery to consignee or onward movement. The Contractor shall ensure a copy of the SF 361 or SF 364 is provided to the consignee in accordance with DoD 4500.9-R, Defense Transportation Regulation (DTR), Part II, Section E. The Contractor shall process MPC material into DSS-MPC that becomes frustrated material, (i.e., not identified and resolved during the DSS process as described in C-5.2) by assigning the local MPC UIC and allowing DSS to assign the Julian Date and "Z" series serial number. The Contractor shall then temporarily warehouse the material in a Contractor-designated area with all documents attached to maintain integrity during investigation. The Contractor's investigation shall include calling vendors, item managers, FISC LSOs or designee, fleet locator, fleet unit customers, ships, etc., to determine the correct consignee. When properly identified to a customer, the Contractor shall back out the document number originally assigned and then re-input in DSS MPC with the proper ship or customer UIC and finalize all documentation necessary to forward the shipment.

5.7.1.6N MPC TEMPORARY STORAGE

A. The MPC storage area located within Building 191 is a secured short-term storage location and was designed to process and handle a limited amount of material. For a variety of reasons, namely deployment, a ship may not be available to receive its material as scheduled. If a ship is unavailable to accept delivery, the Contractor shall contact the LSO or designee for assistance in scheduling the delivery or to obtain disposition of the material. After two (2) weeks from the original delivery date and prior to making any decision to move the ship's cargo to a long term storage location the Contractor shall contact the LSO or designee for assistance in determining if the ship wants their cargo forwarded to them. The Contractor is required to obtain in writing or by e-mail a decision from the LSO or designee whether or not to forward the cargo. While the Contractor shall make every effort to retain a ship's material within the MPC, if after two (2) weeks from the original delivery date or the storage constraints within Building 191 require the material removal, the Contractor may move the ship's material to a long-term storage location pending the return or availability of the ship. The Contractor shall ensure appropriate material protection and security procedures are established and followed for the long-term storage of the ship's material in Building 191, Building 2023, or other required storage location to provide the safeguards for that material as required by regulation. At a minimum, the material shall be isolated, marked for the ship, and stored in appropriate secured storage. All locations shall be recorded by RF Handheld scanner and maintained in DSS.

B. The Contractor shall process MPC material and material requiring special handling IAW with applicable directives, which includes but are not limited to:

1. Classified Material
2. Hazardous Material
3. Repairables
4. Items that must be refrigerated (ie., vaccines)
5. Pharmaceutical Prime Vendor Uncontrolled Medical Material

C. If necessary to comply with the directives or regulations covering security and storage of material, MPC material may be temporarily segregated and separately stored outside the MPC in classified or hazardous storage areas and when required for medical items, refrigerated storage.

5.7.1.7N CROSS DECKING OF MATERIAL IN TEMPORARY STORAGE

A. Due to deployments and operational requirements, material being stored by the MPC operation for one ship may have to be transferred to another ship. Prior to performing a cross decking action, the Contractor must receive authorization in writing or by e-mail from the LSO or designee. After receiving proper notification, if another ship is to make delivery of the material to the original ship, the material will be manifested in DSS to the original ship. The delivery ship's POC taking the material will sign the manifest along with showing their ship's UIC on the manifest. When the manifest is returned to close in DSS, the name of the POC that signed for the material shall be entered in the "REMARKS" column of DSS screen B2MG, along with the ship's UIC and any other significant comments.

5.7.1.8N MPC DELIVERY PREPARATION

A. The LSO or designee will provide ship's storeroom and work center information to enable the Contractor to sort and to build local delivery table information to the storeroom and work center level of each ship. The Contractor shall separate and/or consolidate the ship's MPC material onto pallets using the LSO or designee's updated DSS MPC sortation table information on how the material is to be sorted. The Contractor shall maintain for each ship a segregated storage area within the MPC that is used for the short-term storage of the ship's material. To aid customers in receipt of material the MPC sorts deliveries cover seven basic groups, but not limited to this number if further reasonable sorts are requested by the customer. The goal is to decrease shipboard sorting and stowage time. The groups are:

1. CASREP Items
2. IPG I
3. IPG II
4. IPG III
5. Direct to Owner Requisitions
6. Stock Requisitions
7. Pharmaceutical Prime Vendor (PPV)

B. The Contractor will receive updates to Cargo Routing Information File (CRIF) on-line through DSS, and directly by Navy message from afloat Commands. Updates to CRIF received directly supersede the data existing in DSS and shall be used for material distribution purposes. The Contractor shall receive and use the most recent updated copy of the Basin Movement Report, which contains information concerning ship arrivals, departures, and berthing. The FISC Logistics Support Center (LSC) will provide a copy

of the latest list to the Contractor via email. The Contractor shall coordinate workload, expedite high priority issues, and schedule deliveries to meet customer requirements as it relates to their availability to receive material.

5.7.1.9N MPC DELIVERY

A. The Contractor shall make deliveries to the piers 0630-1100 hours (6:30 am-11:00 am) or as coordinated by the LSO and the Contractor as required. Each delivery is accompanied by a manifest(s) listing all requisition numbers of material being delivered and an IBS RIP disk(s), if required. To help in the delivery process the Contractor shall contact ships with over 50 line items held in Building 191 to prescreen the manifests prior to delivery. This will expedite the process at point of delivery, maintain delivery schedule, and ultimately reduce customer wait time.

B. The delivery instructions will be tailored to the ship and will specify the delivery days, the time, the configuration and pallets to be delivered, and the pier the material is to be delivered. The LSO or designee is responsible for coordinating deliveries and will make its best effort to minimize the number of concurrent delivery times; however, at times this may be impracticable due to fleet operational issues. At a minimum, the LSO or designee will provide the Contractor with a daily time and location at which all the ship's material can be delivered. The Contractor shall deliver MPC material on standard warehousing and shipping pallet, 40" x 48", non-reversible, winged pallet.

C. The Contractor shall deliver in accordance with TE 5.0, APLs. The requested delivery time may be changed by the customer if the customer agrees to accept earlier delivery of the material on any given day. The customer may also request later delivery due to other day-to-day activities on the ship. If either of these situations occurs, the Contractor may change the requested delivery time in the DSS transaction to show the revised requested delivery time for that specific date. This should only be done when the customer initiates the change for later delivery or agrees to the earlier delivery.

D. When authorized by the LSO or designee, the Contractor shall allow designated personnel to pick-up material from the MPC, and when requested by the LSO or designee, the Contractor shall locate and expedite the delivery of material to the ship. The Contractor shall process, manifest, and closeout all deliveries through DSS. At the point of delivery the Contractor shall obtain on the manifest a signature from the designated personnel. Proof of delivery (POD) and posting of the delivery information in DSS is required for the Contractor to close the DSS records.

E. The Contractor shall assist customers and/or the LSO or designee with pick up of material that is urgently required between the hours of 1300-1530 hours (1:00 pm-3:30 pm) daily. The Contractor shall check the Authorized Material Pick-Up List on file at the MPC, prior to the time of pick-up before allowing the receiver to pick up material. The Contractror shall ensure the Authorized Material Pick-Up list contains the following: Name, Rate, SSN, Division, Phone and is on the ship's letterhead signed by the Supply Officer. The ship's LSO or designee is authorized to pick-up material at any time.

F. The Contractor shall service ships in dry-dock (i.e., Atlantic Marine) on an as needed or as required basis. Delivery services can be arranged by contacting the ship's LSO or designee. DDJF MPC supported ships may also contact the Contractor or their LSO or designee to arrange for additional or special deliveries.

G. The Contractor shall arrange with each ship for the delivery of their MPC material. This may be a daily or weekly scheduled delivery along with other customer requested deliveries. During these deliveries there may be times when the scheduled delivery cannot occur due to unforeseen circumstances by the ship. When this situation occurs, the Contractor shall return with the material to the MPC to reschedule the delivery with the ship. This can also be noted by placing a comment on the "REMARKS" line of the DSS B2MG screen of the Local Delivery Manifest when showing the new Requested Delivery Date and Time. Should this become a frequent occurrence, the Contractor shall work with the LSO or designee and the KO or designee, if needed, to reduce the frequency of these situations.

H. Material received into the MPC shall be scheduled for delivery to the customer before the 15th day of receipt shown on the Cargo On-Hand Report unless arrangements are made by the customer or LSO or designee prior to the 14th day. Thus when the ship is in port, the Contractor unless otherwise notified, shall ensure that no material ages more than 14 days in the MPC before being delivered to the customer. The Contractor shall provide a bi-weekly status report to the KO or designee detailing all MPC cargo being held for more than 14 calendar days including as reason as to why material is still in MPC. The status report shall include, at a minimum, the name of the Navy POC who provided the latest vessel status, the date the POC was contacted, as well as a phone number and email address. (See C-6.6, Mandatory Reports, MPC Cargo Status Report, Report Number 018.)

I. The Contractor shall use the following web site for generating the data for the Cargo On-Hand Report. Reports can be found at https://dfdod.ddc.dla.mil/ddcmpc. The Contractor shall use the "Cargo On-Hand Report" on the MPC Uniform Resource Locator (URL) under DDC DSS MPC REAL-TIME WEB REPORT.

5.7.1.10N FREIGHT FORWARDING

A. Freight forwarding services are generally required when a ship's material arrives at the MPC or at the pier after the ship has deployed. Freight forwarding involves the outbound shipment of a ship's material to a destination outside of the local delivery area. As requested by the LSO or designee, the Contractor shall prepare the material, documentation, and ship the material within the time frame requested and to the specified destination in accordance with the C-5.5.1.9.1. A signature from the Contractor's transportation office shall be used for POD in order to close out the DSS record. The material will be processed as an off-base transshipment in DSS.

B. Expedited freight forwarding involves the preparation of documentation and packaging of material for shipment through the local commercial or military airport to the specified destination. When requested by the LSO or designee, the Contractor shall locate and prepare the identified material for transport, and deliver to and make all necessary arrangements for the local airport carrier to deliver the material to the specified destination. The Contractor shall closely coordinate the expedited action with the LSO or designee, in order that the LSO or designee may coordinate the pick-up of the material at the destination airport.

5.7.1.11N MPC PICK-UP OF MATERIAL FROM THE SHIP(S)

A. The Contractor through the MPC operation shall provide a limited pick-up service for ships ported at NS Mayport. The customer or the LSO will schedule a pickup by contacting the Contractor at least 24 hours in advance of the requested pickup time. The Contractor shall pick-up material from a ship and deliver it to the designated local area location. If applicable, such as freight forwarding actions, the LSO or designee or the designated shipboard personnel will provide all required movement or shipping documents to the Contractor. The following is a list of commodities that the ship may not include in the material to be picked-up by the Contractor:

1. Open containers of hazardous material.
2. Class A, B and C explosives, ammunition, complete arms or weapons assemblies.
3. Shipments requiring Transportation Protective Services.
4. Radioactive material requiring licensing from the NRC.
5. Material consigned to activities other than the DDJF.
6. Perishable and Subsistence Items.
7. Cigarettes and Alcoholic Beverages.
8. Boats (Major End Items).
9. Trash and Waste Products, including hazardous waste (i.e., Emergency Evacuation Breathing Devices (EEBDs)).
10. Not-Ready-for-Issue Repairables.

C. The Contractor shall reject any material that falls into the above categories. When the Contractor rejects material for pick-up, the Contractor shall notify the LSO or designee of the rejection within two (2) hours and provide the basis for the rejection.

SECTION C-6N APPLICABLE DIRECTIVES, PUBLICATIONS, INSTRUCTIONS, FORMS AND REPORTS

6.4N PUBLICATIONS

A. The following table provides a convenient listing of all reference documents specified in this contract, with the exception of USC, CFR, FAR, Defense Federal Acquisition Regulations Supplement (DFARS), and DLA FAR Supplement (DLAD 4105.1, Defense Logistics Acquisition Directive). A Reference Library CD will be provided on a CD at the Pre-proposal Conference (PPC). Any offeror who did not attend the PPC may contact the Contract Specialist to request a CD be mailed.

TITLE	DATE	LINK
DLAR 4145.21, Preparation of Medical Temperature-Sensitive Products Requiring Freeze or Refrigerated (Chill) Environments for Shipment	Mar 08	http://www.dla.mil/dlaps/dlar/r4145.21.pdf
NAVSUPINST 4440.157A, Material Turned into Store (MTIS) Manual	Apr 00	https://nll.ahf.nmci.navy.mil/nll/filedetail.cfm?id=3728&nsn=0526LD0114030
NAVSUP P-700, Common Naval Packaging (Internet Reference – not available in print format)		https://www.icptarp.net/p700.nsf/webframe?OpenFrameSet&Frame=top&Src=%2Fp700.nsf%2F%24%24Search%3FOpenForm%26AutoFramed
NAVSUP P-723, Navy Inventory Integrity Procedures	Apr 00	http://www.navystorekeeper.com/P723.pdf

6.5 FORMS

Form Title	Form
NAS Jacksonville Visitor Information Sheet	DDJF Visitor Information Sheet.pd

6.6N MANDATORY REPORTS

A. The Contractor shall create and distribute reports as described below for the Government to administer performance of the contract requirements and to manage and interface with other government activities or agencies. The table below is a listing of required reports outlined in the contract. The Contractor shall submit all reports to the KO or designee for review and final distribution.

Report Number 018	
Title:	MPC Cargo Status Report
PWS Ref.:	C-5.7.1.9N, MPC Delivery
Format:	MPC Cargo Status Report Format.xls
Due Date:	Bi-Weekly (every two weeks) due to KO or designee

Report Number 019	
Title:	G-Store Receipt and Issue Report
PWS Ref.:	C-5.2.1.5.1N, G-Store Material (Receiving) C-5.5.2.4.1N, G-Store Material (Issue)
Format:	G Store Report.xls
Due Date:	NLT COB on the last work day of each month

SECTION C-7N TECHNICAL EXHIBITS

TE NUMBER	TE TITLE
TE 5.6	Local Delivery Points
TE 5.7	MPC Supported Ships Listing